Unexcused Absence (Truancy) Record Layout

The table below represents the field names required in order to submit the Unexcused Absence Report through the Alaska Dept. of Education's online Unexcused Absence reporting system.

Each field must be used *exactly* as presented below. Any substitutions, changes, or deletions will stop processing of your data file. The following error message will appear: "One or more required fields are missing" (error #67000). The file must be submitted as a .CSV or .TXT file on the Truancy Online Reporting system found here:
https://education.alaska.gov/TLS/SafeSchools/SuspExpTruancy.html

Field Name	Element Number	Element Description	Type	Max Length	Status
AKSID	1	Alaska Student Identification Number	Number	10	Required
LastName	3	Student Name - Last	Text	35	Required
FirstName	4	Student Name - First	Text	35	Required
MiddleName	5	Student Name - Middle (or Middle Initial)	Text	35	Optional
Suffix	6	Name Suffix	Text	8	Optional
BirthDate	7	Birth date- mm/dd/yyyy	Date	8/10	Required
Gender	8	Gender	Text	1	Required
SchoolID	9	School Identification Number	Number	6	Required
IncidentDate	10	Date of incident – mm/dd/yyyy	Date	8/10	Required